



Bookkeeper/Purchasing Agent Job Description

Lifegate Christian School

Basic Function

- Monitor the cash flow, accounts, and purchasing for the school

Position Information

- Part time: 20 hours per week
- Not eligible for overtime, may require working a varied schedule
- Function as a member of the school's administrative team

Minimum Requirements

- Associate's Degree
- Must be able to sign Lifegate's Statement of Faith
- Must endeavor to live a life that reflects the character of Christ
- Must be able to pass a fingerprint check with a clear record

Necessary Skills

- Knowledge of business operations
- Familiarity with QuickBooks
- Confidentiality - frequently works with confidential records
- Excellent Communication skills with students, families, staff, and community
- Occasionally requires long periods working at a computer
- Climb stairs several to go between the office and the storage
- Provide own transportation to school meetings

Position Responsibilities

Accounts Receivable

- Supervise all incoming cash
 - Tuition
 - Fundraisers
 - Athletics
 - Donations
- Monitor all school activity with SMART
- Initiate Tuition Contracts with parents
- Maintain a collections record for past due accounts; report to board and CPA regarding these accounts

Accounts Payable

- Process all reimbursements, payment of bills, and class disbursements

Financial Aid

- Provide financial aid information and application packets to families
- Work with FFNA to determine need
- Report and participate with the financial aid committee
- Work with school board to help determine financial aid policies, withdrawal policies and set tuition and fee amounts

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Payroll

- Prepare payroll numbers for payroll company
- Monitor staff attendance as it affects their contract (sick, personal, professional days, etc.)
- Maintain a current record of employee files
- Work with insurance companies to get benefits for employees

Purchasing

- Order all supplies/equipment needed in the school
- Maintain a record of all purchases made

General

- Maintain monthly bank statements
- Make all deposits to the bank. Work with the bank and staff to transfer funds between accounts
- Maintain a full chart of accounts
- Maintain school accident insurance files. Mail or fax claim forms as needed
- Maintain office petty cash for both school offices
- Distribute year-end tax receipts and thank you's for all donations received
- Work with the athletic director to maintain all sports income, expense and sports related payroll accounts
- Work with administrative staff to compile annual budget